How To Apply

A Step-By-Step Guide For Navigating GranteeView
• Go to [cfgm.org](http://cfgm.org) or [give365memphis.org](http://give365memphis.org)
• Find and hover your mouse over the “Login” button in the top right corner of the page.
• In the “Login” drop-down, click “Grant Login.”
You will then be redirected to this page.

New Users: click “Register here.”

Returning users: click “Login to your account.”
New Users:

- It is important to review the necessary steps that your organization must take before applying for a grant.
- Check that the grant program for which you would like to apply is currently accepting applications at cfmg.org/nonprofits.
- Do not register on GranteeView until you are ready and able to apply.
After clicking “Register here” to be a Grant Admin, you will be redirected to this page.

Complete the form, and you should then receive an email with a verification link.

Click on the link in the email to proceed.
Accessing the Online Portal

- After clicking the verification link in the email, you will be redirected to this page.
- Complete the remaining individual information.
Next, enter the name of the organization you represent in the search bar and click “Submit.”
Connecting to Your Organization

<table>
<thead>
<tr>
<th>ORGANIZATION RESULTS:</th>
<th>Address</th>
<th>Tax ID</th>
<th>Add Myself as Grant Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Black Men of Middle Tennessee, Inc.</td>
<td>301 Donelson Pike P.O. Box 140789 Nashville, TN 37214</td>
<td>58-1984750</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>12 Women Foundation, Inc.</td>
<td>P.O. Box 40142 Nashville, TN 37204</td>
<td>62-1870490</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>2 Million Dogs</td>
<td>1460 Madison Avenue Memphis, TN 38104</td>
<td>26-3780773</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>20th Century Christian Foundation</td>
<td>2809 Granby White Pike Nashville, TN 37204</td>
<td>23-7043300</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>24 Hours of Booty, Inc.</td>
<td>801 East Morehead Street, Suite 308 Charlotte, NC 28202</td>
<td>20-3798777</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>30 Mile River Watershed Association</td>
<td>P.O. Box 132 Mount Vernon, ME 04352</td>
<td>26-1526229</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>300 Club of Atlanta</td>
<td>3060 Peachtree Rd., NW Box 116 Atlanta, GA 30005</td>
<td>58-1974297</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>350 Org</td>
<td>20 Jay Street, Suite 732 Brooklyn, NY 11201</td>
<td>26-1150699</td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>35th Ward Civic Club</td>
<td>265 W. Waldorf Memphis, TN 38109</td>
<td></td>
<td>Add Myself as Grant Admin</td>
</tr>
<tr>
<td>365 Feed the Need, Inc.</td>
<td>144 County Rd. 794 c/o Phoebe Curtis Wynne, AR 72396</td>
<td>81-5361292</td>
<td>Add Myself as Grant Admin</td>
</tr>
</tbody>
</table>

- When you find your organization in the search results, select “Add Myself as Grant Admin.”
- Give the Community Foundation staff up to three days to verify your affiliation with the organization you have requested to be a Grant Admin.
- If your organization does not appear in the results and you would like it to be added, contact Community Foundation staff with your organization’s name, EIN number, mailing address, and any other contact information, such as a website address.
• Once you have been approved as a Grant Admin, you will receive an email indicating so.

• Login to GranteeView. From the Grants Dashboard, you may begin a grant application, view past applications and grants on “Application Status and History,” view your organizations grant payment history, and update contact information on My Profile or Organization Profile.
Applying for a Grant

• To begin a grant application, click the tab “Apply For a Grant.” You will have to answer a few prequalifying questions to begin.

• If the grant program to which you would like to apply is not listed, it is likely not currently accepting applications. Check cfgm.org/nonprofits for more details.
Applying for a Grant

- Title your grant application in a way that conveys for what your organization will be requesting funding. Select “Next” when you are ready to proceed.

- If you need to update your application name at any point during the process, contact Community Foundation staff.
Returning to a Saved or Past Application

• Once you start an application, you can save your progress and return to it at any time.

• To return to an in-progress (or previously submitted) application, login to GranteeView and select “Application Status & History” from the navigation menu.

• Search for the application by updating the Search Date Range to “Before [today’s date]”. Click on the associated application, and complete the requirements listed in the Application Uploads table.
Questions?

Contact:
Elizabeth Warren
Director of Grants & Initiatives
ewarren@cfgm.org
(901) 7220-0022